



**BEDSTONE**  
www.bedstone.org

## **Bedstone College**

### **Catering Manager/Head Chef - Job Specification & Description**

**The Catering Manager** is responsible for catering operation of the college. They have to ensure a high quality of service and food provision. The Catering Manager/Head Chef will also be responsible for recruitment, training and staff development. They have to be aware of health and safety and hygiene regulations. A certain amount of paperwork will be involved in terms of rotas, planning, controlling budgets, ordering stock and recruitment.

The ability to operate to a budget, communicate with staff and manage the department's health and safety procedures are also essential to the role.

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures, particularly those regarding the safety and welfare of children.

#### **Main Duties:**

- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in college aspects of commercial viability.
- To assist in the recruitment, assessment, selection and appointment of catering personnel.
- To assist in the application of the Support Staff Development Review for all catering personnel.
- To provide induction training for catering personnel and identify and co-ordinate necessary training and development requirements to ensure that all staff have the skills and abilities to deliver an effective catering service and maintain appropriate records.
- To operate in line with the ethos, culture, overall aims and policies of the college.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of students, as may reasonably be determined by the Head and Bursar.
- Maintain and build upon our existing standards set for food quality, choice and service
- Motivate, train and lead a mixed team of staff, ensuring that their development continually benefits standards delegating tasks appropriately
- Develop a programme of internal and external training as required to ensure all staff comply with minimum requirements and are kept up to date with changes in legislation
- Attend training/meetings as required
- Maintain the existing relationships with current suppliers while maximising any revenue growth opportunities and negotiate best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service.
- To supervise and deploy all catering staff (with yourself as Head chef forming part of the kitchen rota) to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that may arise.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- Ensure that staff have appropriate uniform, protective clothing and footwear
- To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
- Ensure daily Menus are produced/retained and displayed as needed

- Ensure all Health and Safety issues such as Food Safety and Manual Handling are properly monitored and recorded, and all staff are properly trained.
- Ensure all stock is forecasted, ordered, received and accounted for in a proper and documented manner.
- Maintain strict processes and systems to ensure that all food safety and hygiene legislation are complied with.
- Maintain an auditable record of cleaning schedules, temperatures within different parts of the kitchen, including ovens, fridges and freezers. Ensure when food is ready to be sent from the kitchen that the temperature is tested to ensure it is at the required level for serving.
- Ensure that all tasks within the food service are carried out in a manner that meets all food service standards
- Ensure individual dietary requirements for the college are achieved where needed.
- Control the purchasing and utilisation of all food, equipment and supplies and carry out regular stocktaking of all such items at least monthly. Constantly strive for value for money.
- To be responsible for the accurate costs control of catering revenue and expenditure.
- To complete monthly financial reports for submission to the Bursar.
- To liaise with the Bursar with regard to the co-ordination of procurement of goods and services.
- Develop a system of regular review and consultation with students, parents and staff to ensure their views are taken into account when developing menus and style/frequency of services (Breakfast, break time, lunchtime etc). This will involve liaising with members of the Senior Management Team of the college.
- To organise, supervise and be responsible for the catering requirements of college holiday lettings.
- To attend meetings of the school council.
- To organise menus for all "special events" such as speech day, senior dining club etc.
- To be fully involved in all "special events".

The successful candidate should:

- be able to demonstrate an ability to manage in a fast paced and demanding environment.
- have practical experience in H&S such as food hygiene regulations and COSHH guidelines.
- Be immaculately presented, enthusiastic and career driven.
- Possess an ability to multi-task to ensure that duties are carried out in an effective and time efficient manner.
- Be able to lead and develop a small and diverse team of staff.
- Possess financial and written skills.
- Be an excellent communicator, be able to interact across different levels.
- Be motivated to continually change and improve the service, staff and yourself

Bedstone College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed in Acceptance: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_